

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, December 4, 2008 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Insurance Report
  - A. Financial Report
  - B. Recommendation to Amend Health Insurance Plan Document Regarding Eligible Retirees
  - C. Recommendation to Amend Health Insurance Plan Document to Include Fraud Provision
5. Report from Election Registrar Regarding Election Process
6. General Fund Budget Amendments:
  - A. Election Commission
  - B. Ambulance Service
  - C. Health Department
7. General Purpose School Fund Budget Amendment
  - A. State Teacher Bonus
  - B. Special Education Funds for High Cost Students
8. School Building Program Budget Amendment
9. Recommendation to Authorize Funding from the Development Tax for Design of a New County Clerk's Office in Smyrna.
10. General Debt Service Budget Amendments
11. 2009-10 Budget Calendar
12. Other Business

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**To also include items that may be forwarded by Steering Committee & Public Works Committee after agenda is mailed.**

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cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the November 6, 2008 meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending November 30, 2008.
4. Mrs. Lois Miller, Insurance Director will present the following:
  - A. Financial Report
  - B. The Insurance Committee has recommended a revision to the Health Insurance Plan Document regarding eligible retirees by adding the following language: "Eligible retirees may select any Plan Option that is available to them at their time of retirement. The retiree will be enrolled in the tier of coverage that they occupied as an active employee for the five years prior to retirement. If the retired employee experiences a life change requiring the addition of a spouse or child to the plan, they may add that additional member at their own cost. Rutherford County will not contribute to that additional member's premium cost. Retired employees may not add dependents during the annual Open Enrollment period. Any retiree or member who leaves the plan will not be allowed re-entry into the plan."
  - C. The Insurance Committee will be recommending a revision to the Health Insurance Plan Document to include language regarding fraudulent acts perpetrated by members of the health plan by adding the following language: "Fraudulent acts such as an intentional misrepresentation of the truth in claiming dependents or submitting claims will result in the termination of plan benefits for the employee and the employee's dependents. Fraudulent acts may also result in legal prosecution. Such acts will be determined by the Insurance Director following careful and thorough review. A determination of fraud will be subject to the appeals process."
5. The Election Registrar will give a report regarding the election process.
6. **General Fund Budget Amendments:**

- A. The Election Registrar will be requesting approval of the following budget amendment to provide sufficient funding to cover the shortfall for Election Workers and Overtime Pay during the Presidential Election:

From:	101-39000 – Undesignated Fund Balance -	\$15,316
To:	101-51500-187 – Overtime Pay -	\$ 200
	101-51500-193 – Election Workers -	14,000
	101-51500-201 – Social Security -	880
	101-51500-204 – State Retirement -	26
	101-51500-212 – Employer Medicare -	210

- B. The Ambulance Service Director will be requesting approval of the following budget amendments to appropriate payments for medical coverage from MTSU and World Outreach Church to Overtime Pay and the related benefits; and to appropriate insurance proceeds to make repairs to Unit #48 which was involved in an accident:

Increase Revenue:	101-43990 – Other Charges for Service -	\$ 1,740
Increase Expend.:	101-55130-187 – Overtime Pay -	\$ 1,445
	101-55130-201 – Social Security -	90
	101-55130-204 – State Retirement -	185
	101-55130-212 – Employer Medicare -	20
Increase Revenue:	101-49700 – Insurance Recoveries -	\$ 7,245
Increase Expend.:	101-55130-338 – Maint./Repair Vehicles -	\$ 7,245

- C. At the November County Commission meeting a Resolution was adopted authorizing the County Mayor and other appropriate officials to apply for a Tobacco Use Prevention and Cessation grant from the Tennessee Department of Health. The Resolution also authorized the County Mayor to accept the grant if awarded and a budget amendment was approved recognizing the grant proceeds and appropriating the

## Explanation of Agenda Items (cont'd)

same for Contracts with Government Agencies. The Health Department Director has been notified that the grant has been put on hold due to the current economic climate. Therefore, the Finance Director will be recommending reversing the budget amendment that was previously approved:

Reduce Revenue: 101-43690 – Other Health & Welfare Grants - \$21,000  
Reduce Expend.: 101-55110-309 – Contracts w/Gov't Agencies - \$21,000

### 7. **General Purpose School Fund Budget Amendments:**

- A. The Director of Schools will be requesting approval of a General Purpose School Fund budget amendment to amend \$895,177 in Other State Education Funds and \$895,177 in staff, social security, Medicare, and state retirement that the system received for the State's teacher bonus. This bonus was \$288.77 in gross pay for a full-time certified position as of 9/2/2008.
  - B. The Director of Schools will be requesting approval of a General Purpose School Fund budget amendment to budget the additional \$160,641 received from the State for high cost Special Education Students. The funds must be budgeted in Special Education functions. The funds are being used for two and a half special educational assistants needed for high cost students, in-service for teachers dealing with autism, and instructional items for high cost students.
8. The Finance Director recommended to the Health & Education Committee that \$36,049 be transferred from Almaden Property to Future High School in the School Building Program Projects. The Health & Education Committee voted unanimously in favor of the recommendation.
9. Mayor Burgess reported to the Property Management Committee that the lease on the County Clerk's office in San Jose expired in March, 2010 and he wanted to engage the services of an architect to design construction documents to take bids for the new Clerk's Office so the office can be moved by the Spring of 2010. Mayor Burgess has received a proposal from Kline-Sweeney for \$40,000 to develop the plans. The Property Management Committee voted unanimously to appropriate \$40,000 from the Development Tax and to authorize Kline-Sweeney to proceed with development of the design for the new County Clerk's building:

From: 125-39000 – Undesignated Fund Balance - \$40,000  
To: 125-99100-590 – Transfers Out - \$40,000

10. The Finance Director will be requesting approval of the following General Debt Service Fund Budget Amendments to provide funding to pay the debt issuance charges and an interest payment on the \$10,000,000 Capital Outlay Notes. Funds were budgeted in Other General Administration for the debt issuance charges, but the auditors require these charges to be split according to the debt issue. An interest payment was budgeted in the Education Interest on Bonds Account, but since a short term Capital Outlay Note was issued, funds need to be provided for Interest on Notes:

From: 151-82230-603 – Education/Interest on Bonds - \$97,500

To: 151-82210-604 – General/Interest on Notes - \$14,625  
151-82230-604 – Education/Interest on Notes - 82,875

From: 151-51900-606 – Other General Administration/  
Other Debt Issuance Charges - \$25,000

To: 151-82310-606 – General/Other Debt Issuance Charges - \$ 3,750  
151-82330-606 – Education/Other Debt Issuance Chgs. - 21,250

11. The 2009-10 Budget Calendar will be presented for approval.  
12. Other Business